

Position Description

Labor Category/ FLSA: Exempt

____ Current or X Proposed Specific Description

Date Prepared: 06/25/2003

Approving

Official:

Name: Carolyn C. London Signature: Carolyn C London

Title: HR Specialist

ORGANIZATION: Division of Property Management, NIEHS

Standards Used: General Schedule Supervisory Guide, dated 4/98, PCS for Engineering Group, GS-0800, dated 3/90 and GEG for Professional Engineering Positions.

Position Title/Series/Grade: Supervisory Facilities Management Engineer, GS-0801-13

The proposed title, series and grade for the position is Facilities Management Engineer, GS-0801-14. The position is properly classified in the Engineering Group, GS-0800. This standard covers "all classes of positions the duties of which are to advise on, administer, supervise, or perform professional, scientific, or technical work in engineering research, in the investigation or development of engineering projects, or in the development, design, construction, inspection, production, application, standardization, test, operation or maintenance of engineering facilities". The series definition adequately describes the position under evaluation, since the duties and responsibilities involve directing and implementing all of the activities related to facilities engineering, management, operations and maintenance, as well as utility generation and distribution of NIEHS facilities in Research Triangle Park, North Carolina.

The titling practices are not specifically addressed in the standard; however, the basic principles for titling positions are implied, based on information derived from the U.S. OPM "Introduction to the Position Classification Standards". The standard states that the series assigned to a position is represented by "the primary work of the position, the highest level of work performed, and the paramount qualifications required". In this case, the primary work of the position is that of Engineer, whose primary responsibilities are to direct a wide variety of maintenance, repair and construction projects. The range of this activity requires planning, organizing, coordinating and supervising a staff of skilled and professional employees, to establishing operating criteria and plans for new construction, renovation and repair projects, ensuring compliance with the terms, conditions of the specifications and accreditation requirements with JCAHO and AAALAC. The title of "Engineer" requires practical application of basic scientific principles, fundamental engineering concepts and terminology, the units of measurement, and their interrelationship throughout all branches of engineering and a thorough understanding of engineering techniques and methods gained from four (4) years of engineering training

from an accredited college or university. These requirements are critical to the successful performance of the subject position, thus title of "Facilities Management Engineer" is appropriate.

As Deputy to the Chief, MEO, the incumbent has responsibility for planning, organizing, coordinating and supervising a staff of employees, including professional and skilled trades personnel. The application of the General Schedule Supervisory Guide is appropriate since the position evaluated relies on the accomplishment of assignments through direction of employees supervised and the major duties of the subject position occupies at least twenty-five (25) percent of the major duties of the position.

The grade level criteria are based on the evaluation of program scope and effect, organizational setting, supervisory and managerial authority exercised, personal contacts, difficulty of typical work directed and other conditions considered in assigning points as described in the General Schedule Supervisory Guide (GSSG).

Conclusion for the CHIEF MEO:

Factor 1 – Program Scope and Effect	Level 1-3	550 points
Factor 2 – Organizational Setting	Level 2-3	350 points
Factor 3 – Supervisory and Managerial Authority Exercised	Level 3-3	775 points
Factor 4 – Personal Contacts/Purpose of Contacts	Level 4A-3	75 points
	Level 4B-3	100 points
Factor 5 – Difficulty of Typical Work Directed	Level 5-8	1030 points
Factor 6 – Other Conditions	Level 6-4	1120 points

Total Points: 4000 = GS-14

CONCLUSION FOR THIS POSITION: In accordance with the guidance in the GSSG a Deputy or assistant chief position is evaluated 1 grade level lower than the grade level of the position to which it reports. Therefore, the appropriate Title, Grade and Series for this position is: Supervisory Facilities Management Engineer, 0801-13.

Installation: National Institute of Environmental Health Sciences, National Institutes of Health, Research Triangle Park, NC
Title: Supervisory Facilities Management Engineer
Occ Series: 801
Pay Plan: GS
Grade: 13

Introductory Statement: The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD. This position is organizationally and physically located within the DPM organizational subcomponent responsible for the provision of real property management services for the NIEHS facilities in Research Triangle Park, NC.

DUTIES

The incumbent serves as the Deputy NIEHS MEO Manager and alternate NIEHS (Real) Property Manager.

Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Writes study proposals, project plans, scientific and technical papers, publications, etc.

Oversees, directs and administers the uninterrupted operation, maintenance and repair of facilities, structures, or landscapes.

Conducts and provides professional engineering advisory services pertaining to the observation, examination, measurement, analysis, mapping and description of physical and cultural features and phenomena.

Serves as an engineering specialist responsible for planning, directing, reviewing, and coordinating a wide range of engineering and real property management activities at the NIEHS. The employee's expertise covers modifications and/or development of systems, and the continuing maintenance and operation of these systems, such as central and building heating, air-

conditioning, refrigeration, ventilation, and exhaust, master utility distribution systems, monitoring and control systems, water treatment systems, waste incineration, a wide range of plumbing systems, bio-hazard waste treatment, and large sprinkler systems for fire protection. These systems are provided for a large campus-type biomedical research facility containing laboratories, animal facilities, and support buildings such as offices, shops, warehouses, and a central utilities plant.

In addition to the services provided to the approximately one million square foot NIEHS campus, this position is also entrusted with the responsibility for providing heating hot water, cooling water and electrical service for the Environmental Protection Agency complex consisting of research and administrative space totaling an additional approximately one million square feet and a 50 thousand square foot National Computer Center located some 0.75 miles from the central utility plant.

Manages and Supervises the Property Maintenance and Operations Group of the NIEHS Real Property MEO 35%

Supervises the Property Maintenance and Operations group of the NIEHS real property Most Efficient Organization (MEO) that is comprised of an interdisciplinary workforce that includes technical employees, as well as trades and crafts, as well as serving as the deputy to the NIEHS real property MEO Manager. Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Oversees, directs or administers the modification and/or maintenance of facilities, structures, or landscapes.

Directs the work of the Property Maintenance and Operations group of the NIEHS MEO and establishes policies and procedures for implementing and monitoring programs and preventive and demand maintenance of buildings, building systems, equipment, grounds and utilities for the NIEHS campus. Establishes and monitors programs designed to identify existing or potential facilities deficiencies and ensures that appropriate actions are taken to correct noted deficiencies.

Supervises a group of employees through subordinate leaders performing work in technical areas and trades and crafts. Provides administrative and technical supervision necessary for accomplishing the work of the unit. Performs the administrative and personnel management functions relative to staff supervised. Establishes guidelines and performance expectations for staff, which are clearly communicated through the formal performance management system.

Observes workers' performance; demonstrates and conducts work performance critiques. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances. Develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters. Effects disciplinary measures as appropriate to the authority delegated in this area. Review and approves or disapproves leave requests. Assures that subordinates are trained and fully comply with the provisions of the safety regulations.

Supports the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or handicap.

Specifically, the incumbent initiates nondiscriminatory practices and affirmative action for the area under supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills. Keeps informed of, supports and communicates to employees' EEO policies, plans, and programs. Responsible for furthering EEO by demonstrating fairness in selections, encouragement and recognition of employee achievements, fair treatment of minority group employees and sensitivity to the developmental needs of all employees, including minority groups, women and the handicapped. Seeks out and utilizes available resources, including appropriate personnel generalists/specialists, EEO specialists, EEO specialists, and training resources in carrying out these responsibilities. Incumbent will be appraised on the effectiveness of his/her EEO performance.

Supervises a staff of employees to accomplish the work of the organizational unit. Exercises supervisory authorities and responsibilities involving work assignment and review, as well as the administrative and personnel management functions relative to the staff supervised.

This position directs more than one kind of work, each kind representing a requirement for a distinctly different additional body of knowledge, and for which this position provides both technical and administrative supervision.

This position supervises an operation carried out on at least two fully staffed shifts. The work of this position is regularly made more difficult by the need to make provision for significant unsafe or hazardous conditions occurring during the performance of the work of the organization.

Provides Professional Engineering/Architectural Advice and Guidance

30%

Provides professional advice to peers, subordinates or non-professional administrators or managers. Provides final expert opinion on projects characterized by constantly, and sometimes greatly changing physical environment or other similar variables and unknowns affecting planning and design criteria and critical problems with respect to costs and economics. Serves as expert consultant and advisor to subordinate activities. Initiates investigations and studies to prove or disprove design criteria and to find solutions to critical problems in design, construction, or operations. Establishes validity criteria of studies to guide field or contract personnel specializing in various facets of the problems.

Provides professional oversight and/or project management for maintenance efforts.

Provides planning, technical guidance, advice and counsel in oral and written forms.

Consults with research personnel and other advisory groups such as the Health & Safety Branch in efforts to improve facilities and service at NIEHS.

Serves as engineering expert on discussions regarding controversial issues in connection with major assigned systems.

Prepares correspondence, technical reports, estimates, fact sheets, status reports and schedules as required to maintain continued uninterrupted services.

Furnishes expert technical advice to other NIEHS/MEO staff engineers, as well as engineers with other agencies (e.g., EPA, GSA and COE), as required.

Performs Operation, Maintenance and Repair of the Central Utility Plant and Other Maintenance Administration Work

35%

Provides guidance, development and coordination for the planning, design, and oversight of maintenance projects. Furnishes highly advanced technical guidance and information to top level administrative and technical agency personnel, other Government agencies and outside organizations. Serves as authoritative expert in specialty areas on agency and interagency maintenance panels and committees. Serves as expert consultant and advisor to subordinate activities during novel or highly controversial maintenance projects. Initiates investigations and studies to prove or disprove design criteria and to find solutions to critical problems during maintenance. Establishes validity criteria to guide field or contract personnel in completing maintenance projects.

Responsible for managing the resources necessary to prepare, administer and direct, as well as execute, the service contract for generation of chilled water and high temperature hot water; incineration of medical-pathological and hazardous waste, and distributing electricity for the combined NIEHS/EPA campuses. In addition to the NIEHS facilities, this includes the responsibility for providing heating hot water, cooling water and electrical service for the Environmental Protection Agency complex consisting of research and administrative space totaling an additional approximately one million square feet and a 50 thousand square foot National Computer Center located some 0.75 miles from the central utility plant.

Responsible for managing the resources necessary to prepare, administer and direct, as well as execute those general facilities management services supporting NIEHS research efforts. These services operation, repair and maintenance of all installed equipment and systems environmental control rooms, elevators, surveillance equipment, and kitchen equipment.

Nature of Assignment

Incumbent must have a mastery of advanced concepts, principles, and practices of engineering disciplines that enable them to serve as an expert in two or more of the facilities systems for the NIEHS. Serves as a technical authority in issues associated with high temperature hot water heating systems, chilled water systems involving chillers up to 3500 ton capacity and above, or electrical utilities and their distribution.

The employee is frequently confronted with novel and obscure problems which require innovative modification of existing methods and creative development of new approaches. The complexity of the decisions made by the incumbent relating to providing essential heating, cooling and electrical utilities to the NIEHS are exacerbated by the relationship with the EPA.

The purpose of the work is to provide direction and expert technical advice for all major facilities services for the NIEHS and for utility services to the EPA. The impact of aspects of the job affect hundreds of millions of dollars worth of research. Reliability in performance of support systems in biomedical research facilities is of utmost importance; the employee must provide leadership in achieving this reliability. Work performed and decisions made by the employee could have significant impact on the success of important research efforts carried on by NIEHS and the EPA.

Level of Responsibility

The incumbent plans for and carries out all aspects of his/her areas of responsibility essentially without any guidance. The determination of requirements for delivering essential services and decisions related to meeting those requirements is completely within the scope of authority of the incumbent. Changes that conflict with master plans, deviations from agency policies, altered budget needs, and major changes that could impact the quality of services provided or alter operational characteristics of any contract are discussed with the supervisor prior to execution. Discussions shall include recommended courses of action by the incumbent. The incumbent keeps the supervisor informed of potentially controversial matters which he/she identifies through an ongoing contract analysis, or issues with far-reaching implications. Otherwise, actions, decisions, and commitments are considered technically authoritative and are accepted without change. The supervisor, however, is available for consultation on policy matters. Incumbent must exercise judgment to determine priority of competing requirements when priority not defined by supervisor.

SUPERVISORY FACTORS

FACTOR 1: PROGRAM SCOPE AND EFFECT

- a. **SCOPE:** Directs real property management services activities for the NIEHS. Supports NIEHS and EPA staff members with facilities service activities both locally and as needed by NIEHS staff in Bethesda, Maryland and other off-site locations.
- b. **EFFECT:** The services provide support for and significantly affect Institute and EPA research operations and objectives.

FACTOR 2: ORGANIZATIONAL SETTING

The position is accountable to the NIEHS MEO and Property Manager.

FACTOR 3: SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

Plans and assigns ongoing facilities support service efforts on a day-to-day, quarterly, and annual basis, and adjusts as necessary to maintain a balanced workload for group members and to accommodate changing requirements from various offices of NIEHS and the EPA.

Adjusts staffing assignments and work procedures to accommodate changing priorities resulting regulatory changes, budget allocations or emergency requirements from various NIEHS or EPA program offices, typically based upon workloads and existing expertise, priority status, level of difficulty, and potential conflicts with work schedules and absences.

- Evaluates work performance of subordinates;
- Approves leave;
- Gives advice, counsel, and instruction to employees on both work and administrative matters;
- Interviews candidates for positions in the unit; recommends promotions or reassignments;
- Hears and resolves complaints from employees;
- Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases;
- Identifies developmental and training needs of employees;
- Assures that production and quality requirements are met; monitors quality of performance; decides on the acceptability, rejection, or correction of work products or services, and similar matters which may affect the schedules of others; and
- Recommends performance standards and ratings.

Oversees the work performed by special project leaders. Is responsible for liaison with officials at all levels of the NIEHS, the EPA and other organizations, frequently providing advice to management officials of higher rank. Generates facilities support service statistics and other information needed for use in Congressional, EPA, NIH, PHS, and Department studies and reports, as well as for any other requesting sources, to reflect facilities support service contracting trends and the need for varying emphases on goals and objectives. Directs the facilities service program for the NIEHS MEO, which is responsible for significant funding efforts up to million dollar levels. Oversees the development of cost analyses prepared by subordinates. Make selections for subordinate non-supervisory positions. Hears and resolves group grievances and serious complaints. Recommends awards or bonuses for non-supervisory personnel and changes in position classification, subject to approval by higher level supervisors and officials. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to timely facilities support acquisitions, emphasizes team efforts, and improves office methodology and business practices. Approves new/revised forms, guidelines, and procedures, which enhance facilities contract service support work methods and improve the work products and resulting reports. Determines the methodologies to be used by the NIEHS MEO property maintenance and operations staff to maintain high productivity as well as superior quality for all assigned contract and operational activities. Identifies and justifies the purchase of new equipment the Section uses, as well as, additional ADP services to improve the productivity of the Section.

FACTOR 4: PERSONAL CONTACTS

SUBFACTOR.4A. NATURE OF CONTACTS

Frequently contacts:

- Members of the business and engineering community and the general public.

- All levels of managers, supervisors and staff members of the NIEHS and EPA at the RTP campuses and representatives from the NIH.
- Congressional members and staff assistants, and state Government representatives relative to activities relating to operation of the CUP, etc.

SUBFACTOR.4B. PURPOSE OF CONTACTS

The purpose of contacts is to justify and defend specific acquisition methodology or operational strategies, to provide accurate and consistent information to others; to coordinate the work performed by the NIEHS MEO property maintenance and operations staff with the work of others within and outside the NIEHS MEO; and to resolve conflicts and differences of opinion among managers, supervisors, employees, contractors, and others. The purpose is also to influence, motivate, and persuade others to accept the operational strategies and objectives of the NIEHS facilities support services activity. Intense resistance and philosophical differences may frequently be encountered and contacts may be confrontational, requiring considerable communication and negotiation skills on the part of the incumbent.

FACTOR 5. DIFFICULTY OF TYPICAL WORK DIRECTED

Serves as a first level supervisor for grade levels which typically range from WG-10 to GS-12, involved with highly complex and diverse facilities support service activities.

FACTOR 6. OTHER CONDITIONS

Incumbent has considerable responsibility for supervision and oversight, including coordination, integration, and consolidation of complex assignments performed by project officers at the GS-12 level to insure a comprehensive facilities support service program for the NIEHS. Required coordination insures consistency of products, services, interpretation, and advice; and insures conformance with formal regulations as well as Institute, NIH and EPA policies. The incumbent coordinates with supervisors of other groups to deal with problems or requirements affecting the entire Institute.

"SPECIAL SITUATIONS" --Variety of Work

The work supervised is considerably varied, including operation and maintenance of the Central Utility Plant, and maintaining walk-in freezer space used as repositories for scientific specimens. In addition, there is considerable interaction with senior EPA officials at the RTP implementing the provisions of several IAGs that obligate the NIEHS to provide essential utility services for the EPA.